

Office of the Deputy Assistant Secretary for Procurement and Assistance Management (HR-5) Action Plan for 1998

The mission of the Office of Procurement and Assistance Management is to ensure development and implementation of Department-wide policies, procedures, programs and management systems pertaining to procurement and financial assistance, personal property management, industrial mobilization and related procurement information and to provide procurement and contract management services to Departmental Headquarters elements.

Commitments that support that mission are presented below.

HR Corporate Goal A: We will create and maintain efficient corporate management systems that assist the Department of Energy in the accomplishment of its mission.

PROCUREMENT AND ASSISTANCE MANAGEMENT STRATEGIC COMMITMENTS: Commitments 1 and 2 follow.

PR Commitment #1	Strategies	Metrics	Progress Reporting	Responsible Person(s)	Linkages
Consolidate and improve Departmental Management and Operating (M&O) regulations.	Conduct a comprehensive review of the Department of Energy Acquisition Regulation (DEAR) for management and operating contracts.	Modify DOE Regulations by FY 99. Includes: - Conduct M&O Issues Review By 7/1/98 - Review and Update- Standard M&O Clauses by 7/1/98	Bi- Monthly- Review of Milestone Action Plan Bi- Monthly- Review of Milestone Action Plan	HR-52 Mournighan - 6-1148 Brown - 6-9075 HR-51-Cowan 6-8182 Bashista 6-8192	HR Goal A, Objective 9
	Assess requirements against the Federal Acquisition Regulation (FAR).	- Complete analysis of M&O Cost Principles of FAR vs. DEAR By 12/1/97 - Recommend regulatory revisions to DEAR by 7/98	Completed Bi- Monthly- Review of Milestone Action Plan	HR-51- Cowan 6-8182 Sheppard 6-8193 HR-51 - Cowan 6-8182 Sheppard 6-8193	
		- Issue Contract Administration Assessment by 4/1/98	Monthly Progress Reports	HR-52 Simpson - 6-3168	
	Revise and update Fee Policy	Issue NOPR by 4/10/98 Conduct Workshop by 5/19/98 Issue Final Rule by 9/30/98	Completed - Published in Fed. Register Completed - Workshop held 5/19/98 To be published in Fed. Register	HR-53 Michelsen 6-1368 HR-53 Michelsen 6-1368	Report of Contract Reform Team and IG Report commitments.
	Improve cost reduction incentive programs	Prepare Draft Acquisition Letter by 11/30/97 Issue final Acquisition Letter by 12/8/97	Completed - 11/30/97 Completed - 12/8/97	HR-53 Michelsen 6-1368 HR-53 Michelsen 6-1368	
	Improve Performance -based incentives (PBI) development and admin.	Issue instructional manual on PBI development and admin. By 5/1/98 Develop PBI model by 5/1/98	PBI Contracting Guide submitted for OMB concurrence 3/98. Completed - Included as a chapter in PBI Contracting Guide 5/1/98.	HR-53 Michelsen 6-1368 HR-53 Michelsen 6-1368	Internal DOE Report on PBI, Dep. Secretary letter signed 11/19/97.

PR Commitment #2	Strategies	Metrics	Progress Reporting	Responsible Person(s)	Linkages
Empower Department offices to fulfill delegated small purchases requirements.	Increase use of Purchase Cards throughout the Department to improve efficiency of product delivery.	Increase the number of purchase card holders by 50% in FY 1998 over FY 1994.	Department-wide - Completed HQ Procurement Services - Completed	HR-52 Mournighan 6-1148 HR-54 Rubenstein 426-0100	HR Goal A, Objective 10

HR Corporate Goal B: We will provide best-value products and services to our customers.

PROCUREMENT AND ASSISTANCE MANAGEMENT STRATEGIC COMMITMENTS: Commitment 3 follows.

PR Commitment #3	Strategies	Metrics	Progress Reporting	Responsible Person(s)	Linkages
Ensure that procurement products and services are delivered on time and at a reasonable price	Use performance-based contracts for managing and operating DOE facilities and for obtaining support services	Reduce support services contract obligations below \$610 million (cost avoidance of at least \$90 million) during FY 1998	Quarterly progress reviews	HR-52 Mournighan - 6-1148	HR Goal B, Objective 5
	Convert all existing management and operating contracts to performance-based management contracts as they are extended or competed	Convert 50% of support services contracts to performance-based contracts by the end of FY2000	Annual status reports.	HR-52 Mournighan - 6-1148	
	Apply business process reengineering to reduce procurement cycle time	Reduce procurement cycle time by 30% by September 30, 1998	Monthly - Cycle time is a data element in PADS Information system. Cycle time is reported against FY 94 base.	HR-54 Sheffield - 426-0029	
	Use a contractor's past performance record in making future contract selections	Implement an automated system to track and measure contractor performance by September 30, 1998	Completed - System operational as of 4/1/98	HR-52 Mournighan 6-1148 Cavanagh 6-8257	
	Reengineer property management practices	Issue final Property Mgt. Regulations by 2/1/98	Completed - Published in Fed. Register	HR-53 Michelsen 6-1368	Report of Contract Reform Team. IG Report Commitments.
		Implement Energy Asset Disposal System (EADS) by 7/15/98	Monthly - Partnership with GSA formed by 10/97. Beta Testing completed by 4/3/98 with system in operation by 7/15/98.	HR-53 Michelsen 6-1368	Report of Contract Reform Team. IG Report Commitments.
		Create mechanism to dispose of \$4.4k small arms by 3/1/98	Completed - Memorandum of Understanding with DRMS signed 1/98.	HR-53 Michelsen 6-1368	IG Report Commitment.
		Create Property Sales Web-site by 6/1/98	Completed - Web-site beta tested 5/15/98.	HR-53 Michelsen 6-1368	

HR Corporate Goal C: We will be recognized by our customers as being a “Quality” organization by emphasizing customer satisfaction, employee satisfaction, and improved partnerships.

PROCUREMENT AND ASSISTANCE MANAGEMENT STRATEGIC COMMITMENTS: Commitments 4 and 5 follow.

PR Commitment #4	Strategies	Metrics	Progress Reporting	Responsible Person(s)	Linkages
Become a recognized leader in Quality Management (QM) principles	Use MB criteria as a roadmap to success	Improve MB self-assessment or EQA scores	Annual/ Employee Well-being and Satisfaction Survey	HR-5 Franklin- Coordination 6-9076	HR Goal C, Objective 1
	Use EQA to track progress and measure improvements	Increase positive responses by 5% to questions on employee survey concerning HR leadership using QM principles	Annual / Employee Well-being and Satisfaction Survey	HR-5 Franklin- coordination 6-9076	
	Identify improvement initiatives annually based on EQA feedback reports and/or self-assessments	Increase number of team awards recognizing quality efforts	Annual/ HR Awards Cermony	HR-5 Franklin- coordination 6-9076	
	Implement and enhance systems that effectively disseminate quality-related procurement information throughout the Department	Increase by 10% the number of Strategic informaton systems that are 100% accurate, timely and efficient.	Annual Manager's Self Assessment Survey	HR-52 Mournighan 6-1148	
			Annual Status Report	HR-52 Mournighan 6-1148	

PR Commitment #5	Strategies	Metrics	Progress Reporting	Responsible Person(s)	Linkages
Continue to meet and/or exceed customer needs and expectations	Conduct annual customer satisfaction surveys	Increase customer satisfaction levels by 5% per year over previous year survey results for overall HR-5 on key products and services	Annual- HR Customer Satisfaction Survey and periodic responses from customers via Customer Feedback Report Cards.	HR-5 - Franklin Coordinator 6-9076	HR Goal C, Objective 3
	Develop action plan to address survey results				
	Improve customer satisfaction				

HR Corporate Goal D: We will enhance the effectiveness, well-being, and satisfaction of HR employees.

PROCUREMENT AND ASSISTANCE MANAGEMENT STRATEGIC COMMITMENTS: Commitments 6, 7 and 8 follow.

PR Commitment #6	Strategies	Metrics	Progress Reporting	Responsible Person(s)	Linkages
Align workforce with organizational goals, commitments, and priorities	Develop, assess, and implement a unified approach to fill organizational skill gaps that involves training, reassignments, promotions, hiring, reengineering processes, and/or redesigning jobs	Increase by 5% each year employee satisfaction with job structure and assigned responsibilities	Annually - Employee Well -being and Satisfaction Sssurvey	HR-5 - Franklin Coordinator 6-9076 HR-53	HR Goal D, Objective 1
	Establish an Acquisition Career Development Program which meets requirements of Federal Statute and OMB Regulations.	Issue a Department-wide Acquisition Career Development Plan by June 1, 1998.	Completed - May 1, 1998.	Mournighan 6-1148 Cavanagh 6-8257	OFPP Policy Letter 97-01 to implement P.L. 93-400

PR Commitment #7	Strategies	Metrics	Progress Reporting	Responsible Person(s)	Linkages
Model a learning organization	Capture individual learning needs in new or revised Individual Development Plans (IDPs) that reflect organizational skills assessments and individual preferences, and evaluate effectiveness of IDPs each year	100% of employees have new or revised IDPs in place each year Effectiveness of IDPs increases each year, based on employee satisfaction survey results	Annual- Component of Performance Appraisal Cycle Annual- HR Employee Well-being and Satisfaction Survey	HR-5.1 Franklin Coordinator 6-9076 HR-5.1 Franklin Coordinator 6-9076	HR Goal D, Objective 2
	Develop annual HR-5 training plan and evaluate plan implementation	Top 2 to 5 organizational training priorities identified in the annual training plans are met each calendar year	Semi-annual- Action of HR-5 Training and Development Council	HR-5.1 Franklin Coordinator 6-9076	
	Employ a variety of individual learning strategies including job rotations, special assignments, mentoring, learning teams, and self-development	Plan and implement one new organizational learning strategy by each organization and evaluate for effectiveness	Annual- Action of HR-5 Training and Development Council	HR-5.1 Franklin Coordinator 6-9076	

PR Commitment #8	Strategies	Metrics	Progress Reporting	Responsible Person(s)	Linkages
Establish a consistent and reliable system to support and monitor levels of employee well-being and satisfaction	Develop an effective communications program	Increase of 5% in employee satisfaction rate with communication of information	Annual- HR Employee Well-being and Satisfaction Survey	HR-5.1 Franklin Coordinator 6-9076	HR Goal D, Objective 3
	Review and report indicators of employee well-being and satisfaction annually	Track data trends of employee well-being and satisfaction annually	Annual- HR Employee Well-being and Satisfaction Survey	HR-5.1 Franklin Coordinator 6-9076	
	Conduct annual employee satisfaction survey and prepare action plan to address the top two or three areas of employee concerns.	Address top two or three areas of employee concerns; show improvement from previous	Annual- HR Employee Well-being and Satisfaction Survey	HR-5.1 Franklin Coordinator 6-9076	